

0410.06 Motor Vehicle Use Termination

Issued January 6, 1997

SUBJECT: Motor Vehicle Use Termination

APPLICATION: Executive Branch Departments and Sub-units. All other state operations that utilize Vehicle Services provided vehicles.

PURPOSE: To specify vehicle replacement and assignment termination criteria and when it is implemented by the Department of Management and Budget.

CONTACT AGENCY: Department of Management and Budget (DMB)
Agency Services
Vehicle Services (VS)
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SUMMARY: DMB Vehicle Services may replace or terminate vehicle assignments for reasons of non-use of a vehicle and excessive complaints of a driver's operations of a vehicle.

APPLICABLE FORMS: None.

PROCEDURES:

VS:

- May terminate vehicle assignments based on mileage, age or condition of vehicles, under-use of vehicle, an unacceptable driver record, driver abuse or neglect of a vehicle, a vehicle with excessive damage will not be repaired, failure to report monthly mileage, excessive complaints, or failure to comply with regulations.
- Notifies agency (department) when used vehicles can be exchanged for newer replacement vehicles.
- Investigates complaints or evidence of misuse in conjunction with involved agency. In cases of termination, formally advises agency of results and actions required.

Agency:

- Ensures all vehicle policies are followed.
- Conducts investigations as required.
- When vehicle misuse/abuse is identified, implements appropriate disciplinary action with involved employees.
- May return to VS vehicles that are no longer needed. Trucks and specialty vehicles may be returned consistent with their assignment agreement.

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Procedure Update: 6-24-02
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